

**Flint Cultural Center Corporation**  
601 E. Second St, Flint, MI 48503  
**Job Posting**

**Job Title:** Systems Analyst  
**Location:** Corporate Services  
**Department:** Information Systems  
**Reports To:** Director of Information Systems  
**FLSA Status:** FT – Exempt 40hrs per week (some weekend/after hours work as needed)

**GENERAL DESCRIPTION**

The Systems Analyst will be responsible for maintaining network/server hardware of campus wide area network. A significant portion of time will be devoted to ongoing review of business processes and developing solutions to improve operational efficiency.

**Job Description  
and  
Qualifications:**

**RESPONSIBILITIES**

- Maintain network servers, including security updates, upgrades
- Develop and implement plan to monitor/improve network functionality
- Ongoing analysis of business processes – develop initiatives for improving operational efficiency
- Provide technical support to employees who experience technical difficulties by defining, analyzing, and correcting the issues.
- Assist IS Management in day-to-day operations of the IS department.
- In conjunction with management, provide training to staff as needed to ensure the proper use of the organization's systems.
- Participate in educational opportunities to further enhance job knowledge.

**QUALIFICATIONS/SKILLS REQUIRED**

- Bachelor's degree in Computer Science or related field and 3-5 years' experience or equivalent combination of ongoing education, certification, experience, and training.
- Experience working in an educational setting is preferred.
- Working knowledge of SQL server administration, optimization, monitoring, backup, coding, preferred.
- Microsoft Exchange Server administration experience, preferred.
- Working knowledge of website design, web servers and hosting, preferred.
- Excellent verbal and written communication skills as well as the ability to communicate effectively with nontechnical staff.
- Ability to work independently with minimal oversight.
- Demonstrated ability to perform advanced troubleshooting/diagnosis of computer desktop and networking issues.
- Working knowledge of Microsoft Networking utilizing Active Directory including large scale group policy deployment
- Working knowledge of Microsoft Windows Server administration and enterprise wireless network deployments
- Working knowledge of Microsoft Windows OS and advanced topics relating to Microsoft Office/365.

**Apply To:** Email ([hr@fcccorp.org](mailto:hr@fcccorp.org)) OR mail resume, cover letter and references to:  
Human Resources  
Flint Cultural Center Corporation  
601 E. Second St, Flint, MI 48503

**Date Posted:** 4.29.19 posting will remain active until filled

**The Flint Cultural Center Corporation is an Equal Opportunity Employer**